

***State of Washington  
Department of Transportation  
Legal Notice of Intent to Sole Source***

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source contract with the Association of Washington Cities (AWC) for the 2003-2005 biennium in order to continue a program providing transportation related technical assistance to Washington's 281 cities. WSDOT will award one contract for approximately \$443,600.00.

Since 1985, AWC and WSDOT have entered into mutually beneficial, consecutive agreements to provide a transportation technical assistance program to cities and towns throughout the state. Due to the unique working relationship between AWC and local governments and the close working relationship between AWC and WSDOT, AWC possesses unique qualifications, expertise, and knowledge of each entity's interests and has been instrumental in guiding local agencies to those WSDOT resources available to cities and towns in Washington. AWC has been very successful in providing research and analysis of policy issues affecting cities, participating in studies affecting cities, and serving as the liaison between AWC and WSDOT in assisting in the marketing, coordination, and delivery of state and federal grant programs.

The intended purpose of this contract is to assist local governments in their analysis of local transportation needs and the applicability of WSDOT and other Washington State administered programs to meet those needs, to assist WSDOT and other agencies in the evaluation of their programs and act in a liaison capacity with them on technical as well as policy matters affecting cities and towns, and to provide research and analysis of policy issues and studies affecting cities. AWC staff will accomplish the purposes of the contract by continuing its inquiry service which is well utilized by local government officials, conducting a field service program with scheduled and unscheduled meetings with local officials on specific topics, assisting small cities in implementing pavement management programs as well as other infrastructure management applications, assisting in carrying out elements of the "Efficiency Bill," providing workshops and training opportunities for local agency transportation officials in cities of 5,000 and under, liaison with WSDOT and other state agencies and associations in participating in research and analysis of policy and study issues affecting cities and towns, and acting as the conduit of information to help develop a stronger relationship between WSDOT and the consultant community.

Challengers are required to submit a brief statement of their Intent to Challenge, and must address the following criteria as it relates to the project:

- 1 Qualifications/Expertise of Firms on Team;
- 2 Qualifications of Proposed Project Manager;
- 3 Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- 4 Firm's Project Management System (Prime Consultant Only);
- 5 References/past performances (Prime Consultant Only); and
- 6 Cost factors (Prime Consultant Only.)

The submittal is limited to a total maximum number of ten (10) sheets submitted only on

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single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font,) and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only 1 copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Statement of Interest.

The Notice of Intent to Challenge shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- 1 Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
- 2 Transmittal Letter;
- 3 Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- 4 Completed Performance Evaluations for the Prime Consultant Only;
- 5 Responsiveness to all challenge criteria;
- 6 Meeting page limitations and font size requirements; and
- 7 Meeting submittal deadline submission date.

If this award is challenged, WSDOT will select the best-qualified firm based on the criteria for challenge listed above.

Send your Intent to Challenge no later than 5:00 PM, Thursday, May 22, 2003, by mail or courier to:

Mr. Michael T. Kane  
Assistant Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

No submittals will be accepted after that date and time. Faxed or e-mailed submittals will not be accepted.

Any questions regarding this notice should be directed to WSDOT Consultant Services Office at 360-705-7104.

Date of publication in the Seattle Daily Journal of Commerce: Thursday, May 29, 2003.